



EIS/HCS Account Process

1. **Only** Government/Military Personnel with **active** EIS/MCEITS accounts can submit a new account request on behalf of a new user. First time users **canNOT** submit a new account request for themselves.
2. Copy <https://eis.usmc.mil/sites/spservices/pages/ARStart.aspx> into your browser
 - a. (When prompted, select your DoD **Authentication certificate**)
 - b. Agree to the User Agreement
3. From the SharePoint Site drop-down list, select one of the following: **Military Justice** - <https://hcs.usmc.mil/sites/miljustice> if you require access to our case management system utilized by all three Sea Services OR if you require access to USMC LA or USMC VLCO then please select **CMS_A** - <https://hcs.usmc.mil/sites/cms1>
4. Based on the selection you made in Step 2 above, enter the respective justification:
 - a. **"Request access to the Military Justice Site"** or **"Request access to USMC LA (or USMC VLCO)"**
 - b. **The new user's location & job title**
 - c. **The new user's Region Legal Administrative Officer**
4. Enter the new user's email
 - a. Email address **MUST** be a .mil email. USN users should use their @NAVY.MIL email.
5. Select 0 - Standard Account
6. Review all fields for accuracy and **Submit**

Once the request is approved, you will receive an "ACTION REQUIRED" email from the HCS Helpdesk. Please **reply to that email with a digitally signed Email**. The helpdesk will enable CAC access within 24 hours.

****Be sure to select your DoD Authentication certificate whenever accessing the HCS SharePoint sites****

HCS/EIS Help Desk (EISHELPDESK@usmc.mil)

(816) 705-4865

Help Desk Hours of Operation: Monday - Friday 07:00-17:00 EDT



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